



DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT AGENCY  
NORTHEAST REGION  
5 NORTH GATE RD  
FORT MONROE, VA 23651-1048



SFIM-NE

7 October 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Installation MWR Fund Administrator Appointment

1. Effective immediately, you, as the Director, Personnel and Community Activities are appointed as the Installation MWR Fund Administrator of the Northeast Region Single Fund for activities at your installation, until officially relieved.

2. The purpose of this appointment is to assist the Northeast Region Single Fund Manager with administrative and management control of your installation's nonappropriated funds chartered with accountability for nonappropriated fund resources thereof.

3. Authority. AR 215-1, paragraph 5-7.

4. The Northeast Region MWR Single Fund Charter and designated Executive Committee (EXCOM) provides corporate oversight.

5. Special Instructions

a. You are delegated as your installation's MWR approving official for budgeted nonappropriated fund operational expenses.

b. Delegated fund approval and substitution of Capital Purchases and Minor Construction (CPMC) projects within installation CPMC approved budget.

c. Responsible for petty cash/change funds IAW AR 215-1, Appendix G, paragraph G4, to include appointment of individuals to act as petty cash/change fund agents.

d. Responsible for nonappropriated fund property management IAW AR 215-1, Chapter 12.

e. Delegation of authorities is authorized as necessary and will be accomplished via formal memorandum issued to the individual with appropriate limits and responsibilities described within. Notification of delegation authorities will include the Northeast Region Office Single Fund Manager and NAF Financial Services.

GERALD G. COMPTON  
Chief, Morale, Welfare  
and Recreation Division

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CF:

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